

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

Number: WIAB00-51

Date: December 13, 2000  
Expiration Date 12/30/00  
69:130:cg:4254

TO: LOCAL WORKFORCE INVESTMENT AREAS  
CHIEF ELECTED OFFICIALS  
CALIFORNIA WORKFORCE INVESTMENT BOARD STAFF  
VETERANS AND COMMUNITY BASED SUBGRANTEES  
WID STAFF

SUBJECT: WIA SECOND QUARTER REPORTING REQUIREMENTS

The purpose of this information bulletin is to provide instructions regarding second quarter reporting requirements under the Workforce Investment Act (WIA). These instructions will be needed to report financial data for the following funding:

- Title I Early Youth (Grant Code [GC] 340)
- Youth (GC 301)
- Adult (GC 201, 202)
- Dislocated Worker (GC 501, 502)
- Rapid Response (GC 540, 541, 542, 543)
- National Reserve Account (GC 706, 723, 724, 727, 728, 731)
- Veterans Match and Supplemental (GC 609, 610)
- Veterans Workforce Investment Program (VWIP GC 377, 378)
- Veterans Bridge Funding (GC 605)
- Title II (JTPA) to Title I (WIA) Transition (GC 111, 112, 222, 276)
- Title III (JTPA) to Title I (WIA) Transition (GC 516, 556, 557, 558, 572, 573, 604, 606)
- WIA 15% Transition (GC 608)
- O-Net Project (GC 603—Yolo County only)

Expenditures for the above funding streams should be reported as cumulative from the beginning of the subgrant to the end of the quarter (i.e., 07/01/00 through 12/31/00 for all funding streams except “early” youth). Beginning dates for “early” youth will vary depending on the date Local Workforce Investment Areas (LWIA) accepted their “early” youth funding (either 04/01/00 or 05/01/00).

All LWIAs/subgrantees are required to transmit financial information and Individual Participant Data in electronic format (direct transmission) through the Job Training Automation (JTA) system. The electronic transmission for required reports is due no later than close of business on January 19, 2001. Please refer to Information Bulletin WIAB00-44, *WIA Participant Reporting*, dated December 1, 2000, for further guidance regarding participant reporting requirements.

LWIAs/subgrantees are encouraged to use the first in/first out accounting method to expend all funds transitioned from Job Training Partnership Act (JTPA) to WIA. If the Workforce Investment Division has completed processing your closeout package, transition funds have been added to your WIA master subgrant for Program Year (PY) 2000/01. For information regarding grant codes for transition funds, please refer to D99-15, *Revised JTPA Program Closeout Guide*, dated December 6, 2000.

Instructions for reporting Administration costs in the Directive WIAD00-3, *Adult and Dislocated Worker Split Funding for PY 2000*, dated September 11, 2000, stated, "funds from the Adult, Dislocated Worker, and Youth funding streams may be pooled and spent on the overall administration of the WIA program." Although Administration costs for these funding streams may be pooled, LWIAs/subgrantees are to report their total administration costs so as **not** to exceed the 10 percent administration allotment for the grant code being charged. If administration costs reported exceed the 10 percent cap (for the Grant Code), the JTA system will display an error message and not allow entries to be captured. An update of the entry must be made before the system will allow the completion of the reporting process.

Please direct questions on financial data to Judi Bauman, Financial Management Unit (FMU), at (916) 654-8276 or Martha Overman, FMU, at (916) 657-2744. For questions regarding participant data, contact Karen Yuke, Performance Management Unit at, (916) 654-7585. For JTA questions, contact the Automation Customer Support Unit's Help Desk, at (916) 653-0202.

/S/ BILL BURKE  
Chief